

Processing Exit Clearances

Purpose

This guide is for completing exit clearances for separating employees.

Definition

Exit clearances authorize the release of a separating employee's lump sum annual leave payment. Final salary payments may also be withheld if a potential problem exists.

Employee Procedure

Step	Action
1	Notify supervisor as soon as possible that you will be separating from the agency and the reason for separation.

Supervisor Procedures

Step	Action
2	When employee notifies you they are separating, an SF-52 needs to be prepared in HR Connect and forwarded to ARC.
3	Once ARC has been notified of the separation, ARC's Pay and Leave Services Branch will prepare an Employee Exit Clearance form and forward it to the employee's supervisor or designated contact.
4	Follow the instructions on the Employee Exit Clearance form. NOTE: If you are aware of a potential problem that may warrant withholding employee's final salary payment in addition to the lump-sum payment, please email Payroll@bpd.treas.gov immediately.
5	After required actions have been taken, the supervisor should sign and date the Employee Exit Clearance form.
6	Fax the completed form to the Pay and Leave Services Staff at (304) 480-8282.

For more information

Email Payroll@bpd.treas.gov or call one of the contacts listed below:

- Headquarters and West Point: Theresa Sayger, 304-480-8266
- All other Mint locations: Terri Walker, 304-480-8263